

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **LEGAL ASSISTANT**

Jurisdictional Class: **Competitive**

Date Adopted: **Jan. 1, 1998**

Date Revised: **July 31, 2000**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **10**

DISTINGUISHING FEATURES OF THE CLASS: A legal assistant helps an attorney prepare legal documents and performs clerical and administrative support tasks. Legal assistants work under general supervision. The class is distinguished from that of Secretary by incumbents having a knowledge of legal procedures, terminology and ethics, and the ability to perform elementary legal research. Does related work as required.

TYPICAL WORK ACTIVITIES: Types correspondence, affidavits, depositions, indictments and other documents using a typewriter, word processor, dictation equipment and/or a personal computer;

Answers telephone and screens calls and visitors to determine the nature of the inquiry and answers or refers the caller as appropriate;

Tracks court and case calendars and maintains attorney calendars;

Schedules conferences and makes meeting arrangements;

Establishes and maintains legal files;

Prepares and maintains legal, financial and other records;

Collects information for use in reports and legal documents;

Uses legal documents, indices and finding aids to locate particular statutes and cases;

Contacts witnesses to arrange meetings or court appearances;

Receives, sorts and distributes mail;

Checks, codes and processes requisitions, claims and bills;

Orders supplies and materials;

Operates duplicating, calculating and other office machines;

May assign cases to attorneys in accordance with established guidelines;

May draft legal documents in accordance with established guidelines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of legal and office terminology, practices and procedures, and of business arithmetic and English. Working knowledge of legal research and the writing of basic legal documents. Ability to handle routine details independently, assume initiative and to carry out oral and written instructions. Must possess excellent moral character and high ethics.

MINIMUM QUALIFICATIONS:

Either:

- (A) Graduation from an accredited college with an associate's degree in secretarial science or related field, including a course in legal terminology or law office procedures, **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma; **AND** Two (2) years' of secretarial experience of which one (1) year is in a law office; **OR**

Last Reviewed: n/a

Last Updated: 07/31/00

Reviewed By: n/a

Last Reallocated: n/a

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- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires some travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.